



# ENROLMENT POLICY

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## 1. INTENT

This Policy provides information for the school community on the requirements and procedures for the enrolment of students at St Margaret's Anglican Girls School.

## 2. SCOPE

St Margaret's is recognised as an undisputed leader in creating diverse learning pathways and for encouraging academic aspiration and endeavour for all.

The emphasis on academic achievement is complemented by a wide range of extra-curricular activities and programs to empower young women.

Therefore, the school seeks to enrol young people who, in the opinion of the school's Principal, will gain maximum benefit from the academic program St Margaret's offers; are willing to contribute to the life of the school by participating as fully as possible in the range of activities available; and whose families both understand and are supportive of the Christian ethos of the School. It is crucial to a girl's successful participation in the life of the school that the values fostered and expressed by the school are supported by those of her family.

## 3. ENROLMENT LIMITS

An enrolment ceiling is not set for each year level other than Pre-Preparatory which can only enrol 20 students. St Margaret's aims to be a school of 1250 from Pre-Preparatory to Year 12.

### Class Sizes

The number of classes will be determined by November each year and will depend on the number of students enrolled. **The following class sizes are used as a guide only:**

- Prep, Years 1 & 2 have 25 students per class (maximum)
- Years 3 – 10 have 27 students per class (maximum)
- Years 11 – 12 have 25 students per class (maximum)

## 4. PRIORITY OF ENROLMENT

In the determination of enrolments, preference will always be given to those who apply early. In situations where there are very few enrolment places available, preference will generally be given in the following priority order:

1. Siblings of students already enrolled in the school
2. Children of members of Anglican Clergy
3. Children of staff members
4. Children of past students of the school
5. New applicants in order of receipt of applications

Date of receipt of application will be used if other priorities and factors prove equal.

A number of positions will be held open for scholarship and bursary recipients in the Secondary School. Notwithstanding the above order of preferences, no student shall be regarded as having automatic right of acceptance. Priority of enrolment is to be at the discretion of the Principal.

## **5. EXPECTATIONS AT ENROLMENT**

### **Students:**

Students selected for enrolment at St Margaret's are expected to support and enhance the ethos of the school in its pursuit of academic excellence, through its competition in the Queensland Girls Secondary School Sports Association (QGSSSA) / Brisbane Schoolgirls' Rowing Association (BSRA), and by participation in a range of extra-curricular activities. Each student will be interviewed by a member of the Educational Leadership Team during the enrolment process. At interview, students and their parents will be asked about:

- The educational history of the student
- Her performance in academic competitions
- Whether she has siblings already enrolled in the school
- Her sporting interests and accomplishments
- Her co-curricular interests and abilities
- Her reasons for wishing to attend St Margaret's

Please note, after the interview, the school may require further information and subsequent interviews may be required.

### **Parents:**

- Parents are expected to support and encourage the school values and the standards of behaviour that these imply
- Parents are expected to co-operate with expectations set down from time to time by the school. Such expectations are devised to ensure the safety and welfare of children and the efficient management of the school's facilities
- Parents are expected to assist wherever possible and support the school's activities and fundraising efforts of the school and P&F Association
- Parents are expected to commit themselves to the regular payment of school fees and levies
- Parents must accept that all students will partake fully of every aspect of the school program.

## **6. ENROLMENT PROCESS**

Please refer to the website for further information about the Enrolment Process.

### **Documentation**

Registration for Enrolment may only proceed when all documentation requested has been received.

### **Overseas Students**

Students whose families have residency are welcome to apply. Any student whose first language is not English must submit an English Proficiency assessment with their application form or before they undertake the normal enrolment process

### **Boarding**

Boarding at St Margaret's begins in Year 5. St Margaret's only offers Term-time boarding.

## **7. CHANGING DETAILS FOR YOUR CHILD**

All correspondence regarding the enrolment of a student should be addressed to the relevant member of the Admissions team.

If you wish to change the intake year your child is listed for, **please send written details including your child's full name, address, Year Level and Calendar Year currently applied for, and new details about the changed Year Level and Calendar Year.**

In order to have the correct address details for prospective students **all changes of address must be communicated to the Admissions Office in writing**, clearly stating student's full name, and previous address details as well as new address details.

## **8. ENROLMENT CHARGES**

### **Registration Fee**

On application you will be required to pay a non-refundable registration fee.

### **Confirmation Fee**

When a place is offered (after interview), all parents will be required to pay a non-transferable nor non-refundable **Confirmation Fee**. For each student this sum is payable as a single payment on acceptance of a place and prior to the student entering the school.

### **School Fees**

Fee invoices are issued prior to the commencement of each term and are payable within the first 10 days of term. **All fees and charges are reviewed annually.**

### **Leave**

Enrolled students may be granted leave, at the discretion of the Principal, for a maximum of two years. Half fees are payable to hold a place. Full fees are payable for any leave less than 12 months.

### **Deferring Enrolment**

Enrolments may be deferred once only. Deferred enrolments will be placed in order of receipt of applications for that year level.

### **Termination of Enrolment by Parents**

The school requires at least one full school term's notice of withdrawal for an enrolled student. Payment of one term's fees in lieu of notice is applicable, if sufficient notice is not received.

### **Termination of Boarder Enrolment by Parents**

Boarders are expected to board for a complete school year and one term's notice of withdrawal is expected at the end of Term 3 if a boarder is not continuing the following year. All boarding places are offered and held at the Principal's discretion.

### **Termination of Enrolment by the School**

- Non-payment of School Fees
- Refusal to allow student to participate in mandatory school activities
- Failure of the parent or student to comply with school's policies and procedures
- Failure of the parent to provide complete and truthful information on the enrolment form or other school documents
- Severe breach by the student of the Guidelines For Behaviour and Expectations of Students (see Student Handbook for specific examples). This might be a one-off serious or repeated

misbehaviours that have significantly disrupted the learning of the student or of other students

- A parent's unwillingness or inability to engage in an appropriate level of contact with the school.

## **9. POLICY CHANGES**

All organisations, from time to time, initiate policy changes reflecting the needs of the organisations and their community at a particular time. At St Margaret's, Enrolment Policy changes are implemented by the School Council. At any time, parents are invited to phone our Admissions Office to ask if the policy has changed. School Council reserves the right to alter its enrolment policy to suit prevailing circumstances.

Review Date: October 2020